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# MEMORANDUM

## Recreation Services

**To:** Emma Karlan, Finance Director  
**Through:** Bonnie Greiner, Recreation Services Manager  
**From:** Jennifer Tagalog, Acting Recreation Services Supervisor  
**Subject:** Mid Year Budget Appropriation Request  
**Date:** December 13, 2005

It is projected that Recreation Services' Function 162 (Senior Citizen Services) contractual services will expend its funding prior to the end of Fiscal Year 05/06. This projection is based on the increased attendance at the daily nutrition program over the past few months. With the increase in participation in the nutrition program, it is anticipated that an additional \$3,350.00 is needed to continue to provide lunch to the community to the additional attendees.

### **Background:**

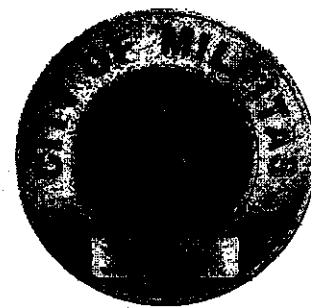
Milpitas Senior Center offers a daily nutrition program to which is subsidized by the County of Santa Clara. Currently, the daily average number of meals budgeted per day is 75, however, the Senior Center has been averaging anywhere from 79-82 meals per day, so we are requesting to increase the budget by \$3,350.00 to compensate for the increased attendance. Informationally, the City of Milpitas subsidizes the County of Santa Clara Nutrition Program by 50%.

### **Recommendation:**

Allocate an additional \$3,350.00 for Senior Center Services to contractual services (Function 162) for the remainder of FY 05/06.

# MEMORANDUM

## Recreation Services



**To:** Emma Karlen, Finance Director  
**Through:** Bonnie Greiner, Recreation Services Manager  
**From:** Kathleen Yurchak, Recreation Services Supervisor  
**Subject:** Mid Year Budget Appropriation Request  
**Date:** December 27, 2005

### **Background:**

In July/August 2005, Recreation Services' Rainbow Theatre program performed "The Music Man" at the Milpitas Community Center. Four weeks prior to the show date, Recreation Services received a request for sign language interpretation, so the patron would be able to enjoy the show. Recreation Services accommodated this request by contracting with Deaf Services of Palo Alto, who provided two interpreters for the August 4, 2005, The Music Man show. The service cost \$1,718, which was charged to Rainbow Theatre's account PG9640-4221.

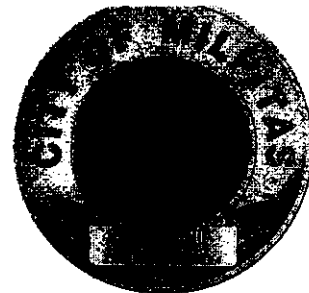
As a cost savings measure during the Fiscal Year 05/06 budget preparation, Recreation Services eliminated the sign language interpreter budget, due to no requests being received for interpreters over the past several years.

### **Recommendation:**

Allocate \$1,718 for the sign language services to Rainbow Theatre (Function 169) for the remainder of FY 05/06.

# MEMORANDUM

## Recreation Services



**To:** Emma Karlen, Finance Director  
**Through:** Bonnie Greiner, Recreation Services Manager  
**From:** Kerrilyn Ely, Recreation Services Supervisor  
**Subject:** Mid Year Budget Appropriation Request  
**Date:** January 19, 2006

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Due to approved budget changes within the Recreation Services 2005-06 budget, please find a request to appropriate \$23,709.00 to General Classes Function 170 for the remainder of Fiscal Year 05/06.

### **Background:**

As a cost-saving measure Recreation Services was approved in the 2005-06 budget process to move all aspects of the Youth Basketball Program (YBA) and Summer Basketball Camps into function 170 General Contract Classes. Funding was previously located within Function 164 Youth Sports Programs contractual services but removed as part of the 5% budget reduction in the areas of services and supplies.

Contractor "Southpawprep" has successfully taken over all contractual aspects of the provision of the YBA and Youth Summer Basketball Camp with a contractual split of 70/30, which ensures that the City is not losing money in the provision of this service. To date, through participant registration, the Summer Basketball Camp 2005 generated in registration fees or \$17,230 and to the YBA Program has received \$16,640. The general fund has received a total of \$33,870 in revenue. Recreation is contractually obligated to provide the contractual payment of 70% of all revenues received or \$23,709 to contractor "Southpawprep".

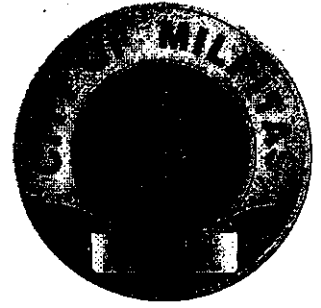
### **Recommendation:**

Approve appropriation of \$23,709.00 into General Classes (Function 170) for the FY 05/06. Funds are available in the general fund through program registration revenue.

# MEMORANDUM

*Department of Public Works / Fleet Maintenance Section*

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To: Dennis Cuciz, Senior Maintenance Supervisor

From: Jeff Barron, Fleet Maintenance Supervisor

Subject: Mid Year Budget Increase

Date: December 7, 2005

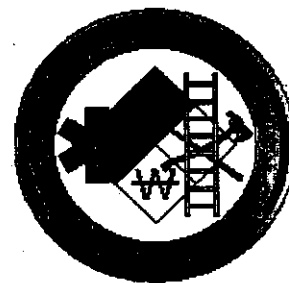
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The oil market has changed radically in the last year. Current market increases driven by the aftermath of hurricanes Katrina and Rita have increased the price of fuel beyond our projections as much as 40 to 50% from one year ago. The price per gallon one year ago was \$1.65, this year's high was \$2.88 and the most current price was \$2.31 per gallon. To cover the current and any future price fluctuations in fuel costs I am requesting a mid year budget appropriation in the amount of \$150,000.00 for the Fleet Maintenance supplies account 500-426-4223. The request is based on the current contract amount for fuel specified in the November 15, 2005 council meeting where the total amount requested over the last 14 months was \$639,332.46, divided by 14 is an average monthly fuel cost of \$45,667.00. The average monthly cost times 12 is \$548,000.00 for one year's fuel. My total current supplies account is \$533,225.00 total for the fiscal year 05-06. The supplies fund is the same fund all parts and supplies are purchased from by Fleet maintenance and requires approximately \$150,000.00 additional to cover these other expenditures. \$533,225.00 plus the \$150,000.00 would bring Fleets total supplies account to \$683,225.00. This request is based on a radically changing oil market and is necessary in meeting the needs of Fleet Maintenance to provide supplies for all city equipment.

# MEMORANDUM

*Office of the Fire Chief*

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**DATE:** January 17, 2006  
**TO:** Emma Karlen, Finance Director  
**FROM:** Clare Frank, Fire Chief *CF*  
**RE:** MID-YEAR BUDGET ADJUSTMENT

Please adjust (increase) the overtime budget in Function 812 by **\$58,400.00**. This is the amount that will be reimbursed to the City by the Federal Emergency Management Agency for the Task Force 3 deployments.

Please adjust (increase) the overtime budget in Function 824 by **\$ 7,000**. Cost recovery for overtime plan review services are collected from the customer when the service is requested.

Please transfer **\$ 1,689.56** from the fire enforcement training account to Fire Prevention's operating budget (function 823).

Thank you.

# MEMORANDUM

*Engineering Division*



To: Chief Charles Lawson, City Manager,  
Emma Karlen, Finance Director

From: *JS* Greg Armendariz, Public Works Director/City Engineer

Subject: Midyear Engineering Budget Changes

Date: January 20, 2006

**Capital Improvement Program** - The Engineering Division requests the following changes to the 05-06 Capital Improvement Program:

**1. CP 4186 Abel/Calaveras Right Turn Lane**

Additional developer contributions in the amount of \$78,610 are available for this project and needs to be appropriated to the project. These funds will cover additional Right of Way costs.

**2. CP 5071 Bobby Sox Field**

The following scope change was developed in coordination with the Bobby Sox League. The scope of the project should be changed from "the design and construction of three concrete pads and electrical service ... and the installation of scoreboards" to "provide for the design and construction of 2 dugouts for the Bobby Sox field, leveling of the playing field for additional playing space, and public restroom amenities." No additional funding is requested.

**3. CP 6073 Sewer Deficiency Program**

This project is being designed with additional reaches of sewer main to be replaced to take advantage of economies of scale. The additional sewer mains were scheduled to be replaced in FY 06/07. Staff requests that \$480,000 of the sewer fund scheduled for this project for FY 06/07 be appropriated now in order to increase the scope of the project.

**4. CP 7098 South Milpitas Water Line Replacement**

An appropriation of \$40,000 from Water Fund is needed to complete the design of this project. Additional work is required to determine the soil liquefaction classification needed to complete the seismic design of the pipeline.

**5. CP 8106 Storm Water Pump Station Improvements**

An appropriation of \$60,000 is needed from RDA Tax Increment for rehabilitation of the roofs on Penitencia and Bellew Storm Drain Pump Stations.

**6. CP 8134 Senior Center Renovation**

This project was inadvertently closed in FY04-05 before completing the work and payment of encumbered final invoices. There was approximately \$299,000 remaining in the project budget. Engineering requests this project be reopened pay the outstanding invoices (\$190,000). The project can be closed upon payment of the remaining invoices.

**7. CP 8135 Building Improvements**

An appropriation of \$50,000 from RDA Tax Increment to project CP 8135 to update the fire alarm system in City Hall based on the most recent annual fire inspection. Additionally we request \$10,000 from RDA Tax Increment be appropriated into CP 8135 for various improvements to Fire Stations 1, 2 and 3.

**8. CP 8159 Evidence Freezer**

This project has been recently reviewed by the Building Department. Changes to the freezer installation necessary to meet the building permit requirements will add some cost to the project that is beyond the scope as bid. Engineering staff requests an appropriation of \$10,000 from RDA Tax Increment to cover these costs.

Cc: Greg Armendariz, Jaime Rodriguez, Darryl Wong, Doug DeVries, Mark Rogge, Mirna McGaughey, Jane Corpus, Marilyn Natividad, Michael Boitnott

City of Milpitas, California

**BUDGET CHANGE FORM**

Type of Change	From		To	
	Account	Amount	Account	Amount
<b>Check one:</b>  <input checked="" type="checkbox"/> Budget Appropriation  <input checked="" type="checkbox"/> Budget Transfer	100-2940	\$5,068	100-1624237	\$3,350
	100-3221	\$7,000	100-1694221	\$1,718
	100-3652	\$23,709	100-1704237	\$23,709
	390-2940	\$430,000	100-1204252	\$300,000
	500-2970	\$150,000	500-4264237	\$150,000
	100-3558	\$58,400	100-8xx4113	\$65,400
	100-3750	\$1,690	100-8234503	\$1,690
	311-9514186153760	\$78,610	311-951418654800	\$78,610
	450-2970	\$480,000	451-951607374800	\$480,000
	400-2970	\$40,000	401-951709814800	\$40,000
			391-951810644800	\$4,000
			391-951810674800	\$56,000
			391-951813574800	\$60,000
			391-951815974800	\$10,000

**Explain the reason for the budget change:**

To maintain conformity with the City's current budgeting policies that any additional appropriation to a department budget or re-appropriation of monies from one fund to another must be approved by the City Council. These modifications are requested due to changing conditions or needs; the amounts originally appropriated in the department or project budget were inadequate.

The overall fiscal impact of these budget modifications will be \$1,105,068 net reduction to the fund balances of various funds. The amount affecting the General Fund will be \$5,068. There are sufficient balances in these funds to cover the additional appropriations

Approve the Fiscal Year 2005-06 mid-year budget appropriations.

☒ Check if City Council Approval required.

Meeting Date: February 7, 2006

Itemization of funds, if needed:			Amount
Requested by:	Division Head:	Date:	
	Department Head:	Date:	
Reviewed by:	Finance Director: <i>m c. Karl</i>	Date: <i>1/25/06</i>	
Approved by:	City Manager:	Date:	
Date approved by City Council, if required:		Confirmed by:	



### 2005-06 Mid-Year Budget Adjustment Summary

	<u>Fiscal Impact Gen Fund</u>	<u>Fiscal Impact Non Gen Fund</u>	<u>Total Fiscal Impact</u>	<u>Funding Sources</u>
<b>Additional Appropriations that impact Fund Balances</b>				
1) Increased attendance at Senior nutrition program	3,350		3,350	(GF unreserved, undsgnt fund bal)
2) Sign language interpreters for Rainbow Theatre performance	1,718		1,718	(GF unreserved, undsgnt fund bal)
3) Construction litigation		300,000	300,000	(RDA Capital Project Fund)
4) Increased vehicle/equipment fuel cost		150,000	150,000	(Equipment Fund)
5) CIP Project Sewer Deficiency Program (6073)		480,000	480,000	(Sewer Enterprise Fund)
6) CIP Project S. Milpitas Waterline Replacement (7098)		40,000	40,000	(Water Enterprise Fund)
7) CIP Project Storm water Pump Station Improvement (8106)		60,000	60,000	(RDA Capital Project Fund)
8) CIP Project Buildings Improvements (8135)		60,000	60,000	(RDA Capital Project Fund)
9) CIP Project Evidence Freezer (8159)		10,000	10,000	(RDA Capital Project Fund)
<b>Total</b>	<u>5,068</u>	<u>1,100,000</u>	<u>1,105,068</u>	
<b>Funding Requests that do not impact Fund Balances</b>				
		<u>Funding Req</u>		
10) Youth basketball contract class		23,709		(Paid by program revenue collected)
11) Fire Task Force 3 assistance in aftermath of Katrina		58,400		(To be reimbursed by FEMA)
12) Fire plan check review - overtime requested by customer		7,000		(Collected from customer fees)
13) Transfer Fire enforcement training deposit to operating budget		1,690		(Funded by deposit holding account)
14) CIP Project Abel/Calaveras Right Turn Lane (4186)		78,610		(Funded by developer contributions)
15) Re-open Senior Center Renovation CIP (8134)		-		(Sufficient funding remained in project to pay outstanding invoices)